

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, NOVEMBER 11, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of November 4, 2009
2. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** – Article VIII, Section 115(3) – *Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements for Gas Construction Worker, Limiting Applications to City Employees and Laid Off City Employees*
Staff report prepared by Mario R. Beas, Executive Director
3. **BULLETIN** – Gas Construction Worker
4. **EXTENSION OF EXPIRING ELIGIBLE LISTS - (6 months)**
Civil Engineer (5/20/09)
Forensic Specialist
General Maintenance Supervisor
Hazardous Material Specialist (5/14/09 & 5/21/09)
Senior Civil Engineer (5/21/09) **3 months**
5. **RETIREMENT** – Mary Comiskey/Library Clerk II/Library Services (41 yrs., 9 mos.)
6. **RESIGNATION** – David Teves/Police Officer/Police Department (2 yrs., 27 days)
7. **MANAGERS' REPORT**
8. **NEW BUSINESS**
9. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. – REDUCTION/SUSPENSION HEARING 03-R/S-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
November 4, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, November 4, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED: Mary Islas

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Stephanie Kemp, Personnel Analyst, Human Resources

Vice President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of October 28, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST FOR SELECTIVE CERTIFICATION: The Secretary requested that this item be considered later on the agenda to allow time for the representative from Parks, Recreation and Marine to arrive. It was moved by Commissioner Saafir, seconded by Commissioner Karatsu, and carried to move the item between 7 & 8. The motion carried by a unanimous roll call vote.

PROTEST OF COMPUTER SKILLS EXAMINATION ITEMS: **CONTROL CENTER OPERATOR**

The Secretary presented a communication from Gwendolyn Wright, provisional Control Center Operator, requesting the re-administration of her computer skills examination for Control Center Operator. In addition, the Secretary prepared a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. Ms. Wright addressed the Commission, stating that she had problems with the

audio at the beginning of the computer skills component of the examination, which she brought to Mr. Pfingsthorn's attention. Mr. Pfingsthorn stated that he found no problem with the audio. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert, and carried to approve Ms. Wright's request for the purpose of further discussion. The Secretary, Melinda George, Deputy Director, Stacey Lewis, Assistant Director of Human Resources, Harbor and Robert Miller addressed the Commission regarding this matter. The motion to grant Ms. Wright's request failed by the following roll call vote:

AYE: Ahmed Saafir

NAY: Douglas Haubert
Jeanne Karatsu
F. Phil Infelise

**PROTEST OF COMPUTER SKILLS
EXAMINATION ITEMS:**

CONTROL CENTER OPERATOR

The Secretary presented a communication from Robert Miller, provisional Control Center Operator, requesting the re-administration of his computer skills examination for Control Center Operator. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. Mr. Miller addressed the Commission, stating the headphones provided caused his hearing aids to "continually squeal". Mr. Pfingsthorn stated that the problem was not brought to his attention by Mr. Miller until his examination was completed. The Secretary stated that the job opportunity bulletin states that if a special accommodation is needed to contact the Civil Service Department. Melinda George, Deputy Director, also addressed the Commission regarding this matter. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Haubert, and carried to deny Mr. Miller's request. The motion carried by a unanimous roll call vote.

**REQUEST TO PARTICIPATE IN
EXAMINATION:**

ASSISTANT ADMINISTRATIVE ANALYST

The Secretary presented a communication from Monte Beard Sr., requesting the Commission allow him to submit late documentation for his application for Assistant Administrative Analyst. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. Ms. McDonald briefed the Commission

regarding this request. Mr. Beard also addressed the Commission regarding his request stating that his information regarding his Bachelor's Degree was in his personnel file and he did not think that he needed to provide copies with his application. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to deny the request. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved with an amendment to include audio/video to the Control Center Operator Job Opportunity Bulletin. The motion carried by a unanimous roll call vote.

Control Center Operator
Principal Construction Inspector

EXAMINATION RESULTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Ambulance Operator – 277 Applied, 90 Qualified
Civil Engineering Associate – 20 Applied, 5 Qualified
Geographic Information Systems Analyst – 66 Applied
8 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months, with the exception of Refuse Operator, to be extended for one month. The motion carried by a unanimous roll call vote.

Capital Projects Coordinator
Civil Engineering Assistant (11/12/08, 05/20/09)
Clerk Typist
Geographic Information Systems Technician
(05/13/09, 05/27/09)
Office Automation Analyst
Office Systems Analyst
Refuse Operator (1 month)

TRANSFER:

**GERALDINE ALEJO/ADMINISTRATIVE ANALYST
III/FINANCIAL MANAGEMENT TO ADMINISTRATIVE
ANALYST III/COMMUNITY DEVELOPMENT**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu, and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

**REQUEST FOR SELECTIVE
CERTIFICATION:**

The Secretary presented a communication from Phil T. Hester, Director of Parks, Recreation and Marine requesting Commission approval for the selective certification for individuals who possess aquatic skills and abilities from the Recreation Assistant eligible list. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Ms. McCluster briefed the Commission regarding this request, stating that there are several specialties including both aquatics and sailing aquatics. Ken Campbell, Personnel Services Officer, Parks, Recreation and Marine addressed the Commission regarding this request, stating that his request was for aquatic because he was not aware that sailing aquatics was a separate specialty. He stated that sailing aquatic was the specialty he is requesting. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the request be approved, for the sailing aquatic specialty, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried unanimously.

**CANCELLATION OF CSC MEETING
OF NOVEMBER 25, 2009:**

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the regular Civil Service Commission meeting of November 25, 2009, be cancelled due to lack of a quorum. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer stated that she attended the Emergency Preparedness Training last week, and informed the Commission that the City has an emergency plan and is always working on updating their systems.

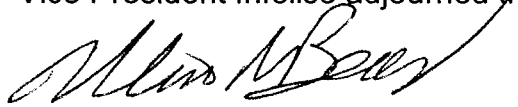
Melinda George, Deputy Director thanked Rob Pfingsthorn, Personnel Analyst for his work on Ambulance Operator. She informed the Commission that there are lots of requests for examinations due to transfers and retirements.

COMMENTS FROM THE PUBLIC:

Norma Sanchez, Assistant Administrative Analyst, Fire Department thanked staff and Rob Pfingsthorn for the excellent job on the Ambulance Operator examination and that she looks forward to working with staff on future examinations.

ADJOURNMENT:

There being no further business before the Commission, Vice President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:seh

Agenda Item No. 2

1 **DATE:** November 11, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas, Executive Director

4 **SUBJECT: EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE**
5 **VIII, SECTION 115(3) – CIVIL SERVICE RULES AND REGULATIONS;**
6 **REQUESTING EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL**
7 **SERVICE RULES AND REGULATIONS – QUALIFICATIONS AND**
8 **REQUIREMENTS FOR GAS CONSTRUCTION WORKER**

9 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –
10 Exception to Rules May be Authorized, staff is recommending the Civil Service
11 Commission consider an exception to Article II, Section 7 of the Civil Service Rules
12 and Regulations – Qualifications and Requirements for the upcoming examination of
13 the Gas Construction Worker classification. Specifically, staff is recommending that
14 the Commission approve the selection process for Gas Construction Worker as an
15 open-competitive examination restricted to: 1) current City employees, 2) former
16 classified City employees who were terminated due to layoff after January 1, 2009, 3)
17 former classified City employees on an active Civil Service priority list, and 4) former
18 unclassified City employees, identified by the Human Resources Department as
19 terminated by the City's recent reduction in force after January 1, 2009. Only those
20 applicants that meet all of the minimum qualifications, as stated in the job opportunity
21 bulletin, will be invited to participate in the examination process.

22 **Background Information:**

23 The classification for Gas Construction Worker is exclusively used by the Long Beach
24 Gas and Oil Department (LBGO.) The exam for Gas Construction Worker was last
25 administered on an open-competitive, continuous, basis in March 2005 through 2008 .

1 As a result of that process, during that time period, 482 applied, 83 qualified and 28
2 selections were made. Of the 28 selections made, 10 were existing City employees.
3

4 **Policy Requirements:**

5 As per Civil Service Commission Policy 1.80, the following information is provided:

6 Purpose of the Request:

7 To provide LBGO with an eligible list of qualified City employees to fill immediate and
8 anticipated vacancies in the Gas Construction Worker classification while meeting the
9 City Manager's restrictions to select City employees to fill impacted vacancies.
10

11 Applicable Section of the Rules and Regulations:

12 Civil Service Rules and Regulations, Article II, Section 7 – Qualifications and
13 Requirements, that specifies the Commission establish qualifications and minimum
14 requirements needed to compete in examination for classified employment.

15 How the Best Interests of the City will be Served by the Exception to the Rule:

16 Staff is proposing that the examination be conducted as an open-competitive
17 examination with the applicant pool restricted to current and former City employees
18 identified in Civil Service Commission Policy 1.80. One of the minimum requirements
19 to file would be current or former employment with the City as identified in Policy 1.80.
20 Applicants would also need to meet experience, education or a combination of
21 experience and education requirements. Staff believes this option is in the best
22 interest of the City as the exception to the Rules and Regulations will:

- 23
- maintain an examination process based on merit principles
 - generate an eligible list of qualified employees
 - provide career opportunities to City employees
- 24
25

- limit the expenditure of City resources necessary to conduct an examination for large numbers outside candidates
- avoid generating unrealistic expectations of employment opportunities to outside candidates, and
- eliminate requests for exceptions to Section 115 to bypass candidates on the eligible list in order to reach internal candidates.

Why the City's Best Interests are Not Being Served by the Current Civil Service Rules and Regulations?

Current Civil Service Rules and Regulations require an examination to be conducted either: 1) as an open-competitive examination, potentially bringing large numbers of outside candidates into the process, or 2) as a promotional examination that would limit the application pool to permanent City employees in specified classifications.

Staff does not recommend that this be conducted as a "true" promotional examination with requirements of seniority, ranking of the eligible list, and restrictions to classified employees, but as an open-competitive examination limited to current City employees.

Promotional examinations typically are most effective when there is a clear relationship between the skills acquired in lower level classification and those needed in the higher-level classification and there are a sufficient number of City employees meeting the promotional requirements. In the case of Gas Construction Worker, this is considered an entry-level position and there is not a lower level classification in LBGO to train employees for advancement. The minimum requirements to file include one year of experience related to gas construction. While there are not any designated classifications that provide the specialized required skills, knowledge and abilities for Gas Construction Worker, it is anticipated that there will be a sufficient applicant pool,

1 citywide, that would meet the minimum requirements. If the resulting eligible list
2 becomes insufficient to meet the needs of LBGO, a future request to conduct the
3 examination on an open-competitive basis would be anticipated.

4
5 **Summary:**

6 In conclusion, considering the City's continued financial challenges and the City
7 Manager's desire to hire only City employees, it is recommended that the Commission
8 approve the exception to Article II, Section 7 of the Civil Service Rules and
9 Regulations and approve the selection process for Gas Construction Worker as an
10 open-competitive examination but limit the candidate pool to current City employees
11 and former City employees affected by the City's reduction in force in 2009. Staff has
12 informed the LBGO of this recommendation and has received agreement. Staff is
13 available to answer questions from the Commission.

14
15
16 EXCEPTION TO THE RULES (GCW 11/09)

GAS CONSTRUCTION WORKER

Job Number: 13

SALARY RANGE:

Grade I – III: \$1,301.60 to \$2,190.00 Biweekly
\$2,830.00 to \$4,761.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,
November 13, 2009 through November 30, 2009.**

**Completed applications and supplemental
applications must be received in the Civil Service
Department on or before 4:30 p.m., November 30,
2009. Postmarks will not be accepted. Online
applications are encouraged.**

REQUIREMENTS TO FILE:

- Open to: 1) current City employees, 2) former classified City employees who were terminated due to layoff in 2009, 3) former classified City employees on an active Civil Service priority list, and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's reduction in force in 2009.
- One year of experience in the construction, maintenance or repair of natural gas or oil pipeline systems or closely related work that required experience in the operation of earth borers, electronic pipe locators, pipe tapping machines or other similar construction equipment.
- Must be willing and able to:
Endure long periods of physical labor; lift and move heavy objects; deal courteously with the public; and work unusual overtime hours in emergency situations.
- Proof of a valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Successful candidates who are selected for the position will be required to obtain a Class "A" driver's license within six (6) months of appointment. Successful candidates who are selected for the position must comply with the Anti-Drug and Alcohol Program as required by the Federal Department of Transportation regulations.

DESIRABLE QUALIFICATION: Experience with heat fusion-type plastic piping for natural gas pipeline systems.

EXAMPLES OF DUTIES: Under general supervision, performs semi-skilled construction and repair work on gas pipelines and related facilities; sets up and operates tapping and pressure control equipment; installs valves, clamps and fittings; greases plug valves; operates combustible gas indicator, "Holiday" detector, pipe locator, soil reads and similar devices; bends and threads pipes; prepares and applies pipe protective coatings in field and shop; operates, oils, cleans and makes minor repairs to assigned departmental equipment such as earth boring equipment, pneumatic tools, compressors, etc.; works as a skilled trades helper; observes safety rules and regulations; may be assigned to cleaning and painting meters, regulators and related apparatus in field and shop, or driving vehicles transporting crews and equipment; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application Qualifying
Written Test (Tool Identification)100%

A minimum rating of 70 must be attained in the examination. Certification by score bands will be considered based on an analysis of test results. This examination will be conducted using the continuous examination procedure. Applicants may take this examination only once during a four month period. The resulting eligible list will remain in effect for at least six months.

The exam is tentatively scheduled for December 9, 2009. If you have not received notification by December 4, 2009, contact the Civil Service Department at (562) 570-6202 or email at civilservice@longbeach.gov.

This information is available in an alternative format by request at (562) 570-6202.